

SECRET

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100100046-6

REPORTS INVENTORY				CONTROL NO. DDS/OF-042	
PREPARE IN DUPLICATE					
1. TITLE OF REPORT (if a fill-in report include Form No.) Entertainment Vouchers				2. TYPE OF REPORT <input checked="" type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		PERSONNEL LOGISTICS MEDICAL		TRAINING SECURITY FINANCE	
4. NO. OF COPIES PREPARED 8		5. FREQUENCY (weekly, monthly, quarterly, etc.) Semi-Annual		6. DISTRIBUTION (No. of components not number of copies) 1	
7. FORMAT (memorandum, form computer print-out, etc) Memorandum		8. ADP PROCESSING <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		9. DIRECTIVE AUTHORITY REQUIRING REPORT DDS	
10. PREPARING COMPONENT (include lowest level contributing information to report) Covert Activities Branch/C&L Div.		11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)			

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-12	\$8.64		6		\$51.84		2		\$103.68
GS-08	4.74		6		28.44		2		56.88
GS-07	4.41		6		26.46		2		52.92
									\$213.48

B. COSTS OF COMPUTER PRODUCED REPORTS

TOTAL COSTS PER YEAR					\$ 213.48

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

January 1967 - Executive Director and DDS.

Report on the amount of representational and operational entertainment claimed during the period by the Deputy Director and their assistants.

14. FUTURE GOALS

15. GOAL PROPOSED BY COMPONENT FOR THIS REPORT <input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE		16. DATE OF INVENTORY 25X1		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION Approved For Release 2006/11/13 : CIA-RDP75-00399R000100100046-6		18. EXTENSION	
OTHER (explain)							